

[redacted]
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MEMORANDUM FOR: Project Contracting Officer

16 October 1956

SUBJECT : Action Responsibilities Arising Out of Suppliers' Meeting

1. I have read [redacted] minutes of the above meeting [redacted] which seem to me to present a reasonably adequate summary of the discussion. These will be valuable for Headquarters staff who did not themselves attend. You will remember, however, that after the last two meetings your office has prepared a list of actions either determined to be required or noted during the meeting as being in progress. These lists have indicated who was responsible for each action and since many of the actions have been the responsibility of one or more suppliers, the lists have also named a member of this Headquarters whose responsibility it would be to monitor the action and report upon it.

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2. I believe it would be useful to have such an action assignment list prepared as a follow-up of the 4 October Suppliers' Meeting and request that your office prepare it in the usual form. I realize that you are heavily burdened at this time and to minimize the burden involved in this assignment it may be that you can limit the list to a relatively small number of important action responsibilities.

RMB
RICHARD M. BISSELL, JR.
Project Director

RMB:djm

1-Contracting Offr

2-Dep. Pro. Dir.

3-[redacted]

4-Pro. Dir. Chrono

5-Proj. Chrono

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